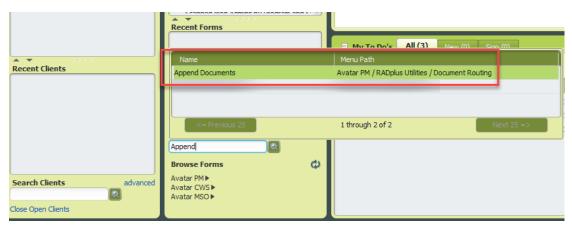


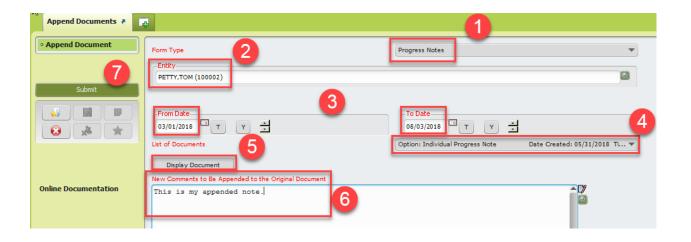


Append Documents – Use the Append Documents Form as needed to append finalized progress notes.

Enter Append Documents in the Search Forms box. Select the form (Avatar PM).



- 1. Select Progress Notes from the drop-down list for the Form Type.
- 2. In the Entity field, enter the client's name (last name, first name) to search for and select the client.
- 3. To filter for the note you are appending, enter *From and To Dates* to narrow your search. Note- either tab forward to the next field or click in another field so that your document is available in the drop-down *List of Documents*.
- 4. Select the appropriate note from the List of Documents drop-down list.
- 5. Select Display Document to view a TIFF image of the original note (see Display Document image below).
- 6. Enter New Comments to be Appended to the Original Document.
- 7. Click Submit.

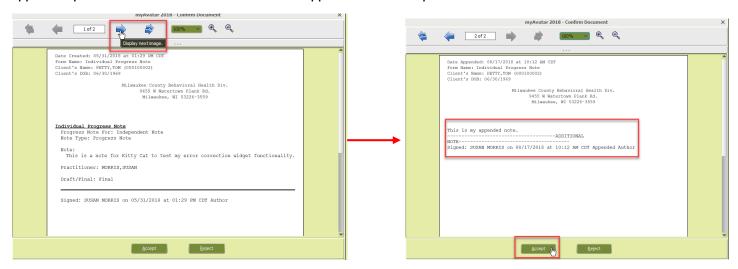


Last Modified 8/17/2018 I Avatar General

(From Step 5 above) Display Document Image. To display the document to append, click Display Document. Select Close All Documents and Exit to return to the form when finished.



Once the form is submitted, a tiff image of the document displays. Use the arrow keys to page forward to review the appended portion of the note. After review and approval, click Accept.



Enter your password and click OK. Click No to exit the form and return to the Home View.

